



EAST RUTHERFORD PUBLIC SCHOOLS

Office of the Board of Education

250 Grove Street

East Rutherford, NJ 07073

Phone: (201) 623-8150 ♦ Fax: (201) 804-3130

www.erboe.net

JOB POSTING

The East Rutherford Board of Education is currently accepting resumes for the following position:

FULL-TIME PAYROLL-HEALTH BENEFITS

Full-Time, 12 month position

Full benefits package – Medical, Prescription, Dental and Vision insurance

QUALIFICATIONS:

1. Payroll and Health Benefit experience preferred.
2. High school graduate, college or secretarial school courses preferred.
3. Knowledge of efficient office procedures and business software including Microsoft Word, Excel, QuickBooks, and Google.
4. Experience with CSI accounting software preferred.
5. Excellent organizational skills and ability to prioritize work load and meet deadlines.
6. Strong interpersonal and human relations skills; ability to develop good human relationships including establishing and maintaining effective human relationships with employees, as well as, with the general public.
7. Possess qualities of adaptability and versatility; ability to work through interruptions.
8. Report and provide timely and accurate payroll production.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Ability to self-develop.

Please submit your letter of interest and resume by June 8, 2023 to:

Mr. Giovanni A. Giancaspro, Superintendent of Schools

East Rutherford Public Schools

250 Grove Street

East Rutherford, NJ 07073

FAX: 201-804-3130

E-Mail: kdolinsky@erboe.net

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